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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division

DATE: 27 August 1953

FROM : Comptroller

SUBJECT: Request for T/O Changes in the Finance Division, Office of the Comptroller

1. The attached request of the Acting Chief, Finance Division, for certain changes in the Table of Organization of the Finance Division has been reviewed by this Office and is now being forwarded for your review and consideration. Please feel free to make as detailed a desk audit as you desire and to discuss any phase of your review and audit with the officials of the Finance Division and/or this Office.

2. It will be noted that this request does not change the total T/O for the Finance Division.

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E. R. SAUNDERS

Attachment

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9 June 1953

TO: Deputy Director (Administration)
THRU: Comptroller *EAC*
FROM: Acting Chief, Finance Division
SUBJECT: Reorganization and Reallocation of Departmental Positions -
Finance Division, Comptroller's Office

1. PROBLEM.--The present organizational structure and allocation of positions in the Finance are deficient in that:
 - a. Present Division organization is not consistent with the Agency organizational concept as reflected in the organizational plan which became effective 1 August 1952, and
 - b. The allocation of positions within the Division is not appropriate to the level of responsibility and demands made on the various Branches.
2. DISCUSSION.--
 - a. The present organizational structure of the Finance Division pre-dates the current organizational structure of the major components of the Agency. For example, the approved T/O for the Certification and Liaison Branch, is based on an OPC-OSO breakdown although such division is no longer officially recognized. In the C & L Branch, as in other branches of the Finance Division, most efficient and effective support of operations, as well as the need for "compartmentalization" in interest of security, have dictated informal adjustments in organization to approximate the organizational areas serviced. Formalization of these adjustments has, however, been delayed pending study of the problem and experience with the organization. It has now been concluded that the organization indicated in the following paragraphs is most appropriate to the operations of the Finance Division.
 - b. Although there is every indication that the workload in the Finance Division will require a later request for an increase in T/O, if Agency business continues to increase, the present proposed re-organization and reallocation of positions has been effected without increase in total number of positions.

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Some of the proposed adjustments in positions were dictated by the pressing need for additional staff for certain activities. While these increases have been effected by reductions in staff where the need is not considered to be as critical, it is not likely that this action will enable us to avoid a subsequent request for an increase in T/O. This is particularly true with respect to the staff for the Planning and Field Audit Branch.

- c. Proposed reallocation of positions is reflected in Tab A.
- d. Comments regarding effect of proposed changes by organizational unit follow:

(1) Office of the Chief - no change

(2) Registry - no change

(3) Accounts Branch - The proposed structure of this branch is designed to clearly indicate, segregate and organizationally define the major responsibilities of the branch for (1) overall record keeping, (2) maintenance and follow-up on advance accounts, and (3) preparation of reports and analysis. No change in overall Branch responsibilities is involved but positions have been reallocated in relation to present requirements. Number of positions has been reduced from [REDACTED] See Tab B for organizational chart.

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(4) Operations and Liaison Branch - This Branch has been re-designated in order that its title may more appropriately indicate the nature of its functions. Also, the OPC-OSO and Current Audit Sections have been abolished and their functions transferred to newly created Area Sections. The proposed organization not only recognizes the geographic concept but also eliminates confusion in responsibility which exists between the administrative audit and operations functions. It is believed that this change in organization is the most important single step we can take toward strengthening our ability to render improved financial support of operations. The Agent Contract Service Section is also to be organized and operate under a geographic concept. The overall number of positions for this Branch has been reduced from [REDACTED]

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[REDACTED] The proposed organizational structure of the Branch is outlined in Tab C.

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- 25X9A2 (5) Monetary Branch - The demands on this Branch for expert services and support in connection with funding and other monetary aspects of operations require an increase in staff and assignment of responsibility for specialized functions to appropriate organizational components. This has been accomplished through creation of two new sections in the Branch and transfer of positions from other Branches. The geographical organizational concept has likewise been observed in the proposed organization of this Branch at the Unit operating level. Overall positions have been increased from [REDACTED] Organizational structure are indicated under Tab D.
- 25X9A2 (6) Payroll and Travel Branch - Proposed changes in this Branch involve the establishment of a Control Unit in each section, and institution of the "block system" of maintaining accounts in the Payroll Section. This structure conforms with the recommendations of the Bureau of the Budget for functions of this type. Overall number of employees is reduced from [REDACTED] Organizational structure is indicated in Tab E.
- 25X9A2 (7) Planning and Field Audit Branch - No change in organizational structure is recommended. Overall number of positions has been increased from [REDACTED]

e. Finance Division will furnish proposed job descriptions for the key positions as required by the Wage and Classification Division.

3. RECOMMENDATION:--It is recommended and requested that the organizational structure and the allocation of positions of the Finance Division as indicated on Tab A be approved, subject to appropriate review and classification of positions by the Wage and Classification Division.

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[REDACTED]

ANNEXES:

- Tab A - Proposed Reallocation of Positions
- Tab B - Accounts Branch
- Tab C - Operations & Liaison Branch
- Tab D - Monetary Branch
- Tab E - Payroll & Travel Branch

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